



# DI's privacy policy

## Introduction

DI represents more than 10,000 Danish enterprises, which means that we are in contact with many people every single day. For that reason, DI stores a large amount of personal data, and we place great emphasis on processing this personal data with care and in accordance with the law.

This Privacy Policy describes what personal data DI collects, the reason and purpose for collecting it and how we safeguard the data collected. Furthermore, you can read about the rights you are guaranteed whenever DI processes your personal data.

You can read about our use of cookies and other data processing on [di.dk](http://di.dk) [here](#).

DI's privacy policy is divided into the following main sections:

- What is personal data
- How DI processes your personal data
- How DI safeguards your personal data
- Your rights
- Contact DI

## What is personal data?

Personal data is any information that relates to an identified or identifiable living individual. Personal data includes information such as your name, position, phone number, address, e-mail address, CPR number, salary conditions, education etc.

## How DI processes your personal data

### What personal data and for what purpose

DI only collects personal data for specified purposes of legitimate interest. The type of personal data that DI processes depends on the specific purpose. The types of personal data that DI primarily processes and the purposes for this processing are listed below.

#### ➤ *Member administration and services*

For this purpose, DI processes personal data regarding employees in DI's member enterprises or companies in dialogue with DI. Such data includes name, contact details, conditions of employment, e-mail correspondences etc.

#### ➤ *Supply of services*

This purpose includes holding conferences/courses, payment of holiday pay to employees at insolvent member enterprises etc. The personal data DI processes in this connection includes name, contact information, CPR number, salary information, conditions of employment and other relevant information necessary in order for DI to supply the service in question. For reasons of safety, the names of all visitors to Industriens Hus are registered in DI's visitor registration system at the reception.

#### ➤ *Marketing*

The personal data DI processes for this purpose includes name, contact details, subscribed newsletters etc. DI only sends marketing material to you via e-mail if you have given consent to this under the rules stipulated in the Danish Marketing Practices Act.



➔ **Safeguarding of political interests**

This primarily includes dialogue with political, private and public stakeholders in order to safeguard the political interests of DI's members. The personal data DI processes in this connection includes name, contact details, position, conditions of employment, trade union membership and political affiliation.

➔ **Legal advice**

For this purpose, DI processes personal data regarding employees at DI's member enterprises when DI provides legal advising. This could be in connection with cases pertaining to labour legislation, lawsuits, ongoing advising or collective bargaining. For the employees of DI's member enterprises who are in dialogue with DI in connection with such advising, we process personal data such as name, contact information, conditions of employment and e-mail correspondences. In addition, DI processes personal data regarding employees at those of DI's member enterprises to which the legal advising pertains. This data includes conditions of employment, e-mail correspondences, sick leave, responses relating to terms of employment, including warnings and notices of resignation etc. DI is obligated to observe duty of confidentiality when providing legal advising.

The legal basis for DI's processing of your personal data is stipulated by the General Data Protection Regulation and the Danish Act on Processing of Personal Data.

**DI notifies you**

DI will notify you when we process your personal data. The way in which we notify you depends on the specific context, for example, if you are applying for a position at DI, participating in a DI event, are a member who is receiving a service from DI, or if you are simply sending us an e-mail.

In all cases, we will notify you via this privacy policy, and in certain cases you will additionally receive a separate notice from us, for example via e-mail.

**Correction of personal data**

DI ensures that the personal data we process is not incorrect or misleading. We therefore update your personal data on an ongoing basis and immediately correct any incorrect personal data.

Because the services we provide depend on your data being correct and up-to-date, we ask you to inform us of any changes to your personal data. You can contact us [here](#), or you can correct your data at Dit DI (log in [here](#)).

**Disclosure of personal data**

DI shares personal data with DI's associations and affiliated enterprises in order to ensure the best possible service in all your relations to DI. DI only shares personal data with public authorities (such as SKAT) or cooperative partners if we have a lawful reason to do so.

**Access to personal data outside the EU/EES**

DI has offices in China, USA, India, Russia and Brazil from which our employees have access to selected personal data. Access to this personal data is regulated by specific agreements with the individual offices. To receive a copy of these agreements, please contact DI [here](#).

**Storage of personal data**

DI has fixed guidelines for when certain types of personal data must be deleted. This ensures that we do not store your personal data longer than necessary.

We have carefully considered our guidelines for each individual category of personal data on the basis of applicable legislation and our desire to provide the best possible service. The storage period depends on the type of data and the processing purpose.



## How DI safeguards your personal data

DI safeguards your personal data and has internal rules, routines and checks to ensure data security. Our data security is based on a thorough assessment of the risks associated with the processing of your personal data.

We have taken both technical and organisational measures to safeguard your personal data against accidental or illegal destruction, loss, changes and unauthorised disclosure or publication.

In addition, we ensure that unauthorised persons do not have access to your personal data, for example by limiting access to personal data to relevant members of staff. In order to avoid loss of data we perform regular back-ups of our data files.

In the case of a security breach that puts you at high risk, we will notify you immediately.

## Your rights

Because DI processes your personal data, you have a number of rights under the General Data Protection Regulation. These rights are described below.

You can exercise your rights by contacting DI. You can find our contact information at the bottom of this document.

### Right to access

You have the right to obtain access to the personal data DI holds about you and certain other information.

### Right to correction

You have the right to have incorrect personal data corrected.

### Right to erasure

In certain cases, you have the right to have your personal data erased before DI's general deletion deadline.

### Right to restriction of processing

In specific cases, you have the right to restrict the processing of your personal data. In such cases, your

personal data may, with the exception of storage, only be processed by DI with your consent for the establishment, exercise or defence of legal claims, for the protection of the rights of another person or for reasons of public interest.

### Right to object

In certain cases, you have the right to object to DI's otherwise lawful processing of your personal data. You may also object to the processing of your personal data for purpose of direct marketing.

### Right to transfer personal data (data portability)

In certain cases, you have the right to receive your personal data in a structured, commonly used and machine-readable format and to have this personal data transferred from one data controller to another without hindrance.

### Right to withdraw consent

You have the right to withdraw consent at any time. You can do this by contacting DI. You can find our contact information below in this document.

If you choose to withdraw consent, it does not affect the lawfulness of DI's processing of your personal data based on your consent before its withdrawal. Hence, the withdrawal only comes into force from the time at which you withdraw consent.

### Right to lodge complaint with the Danish Data Protection Agency

You have the right to lodge a complaint with the Danish Data Protection Agency if you are dissatisfied with our processing of your personal data. You can find contact information for the Danish Data Protection Agency at [datatilsynet.dk](https://datatilsynet.dk).

You can read more about your rights in the Danish Data Protection Agency's guide on the rights of registrars, which can be found at [www.datatilsynet.dk](https://www.datatilsynet.dk).



## Contact DI

### Contact regarding DI's processing of personal data

- ➔ General questions – if you have a general question about how DI processes personal data, you can contact DI at [persondata@di.dk](mailto:persondata@di.dk)
- ➔ Use of rights – if you wish to exercise your rights as a result of DI's processing of your personal data, please complete this [form](#) and send it to [persondata@di.dk](mailto:persondata@di.dk)

### Contact regarding your own enterprise's processing of personal data

If your enterprise is a member of DI, and if you have questions regarding the General Data Protection Regulation, you can read more at [di.dk/persondata](https://di.dk/persondata).

Questions regarding your enterprise's processing of the personal data of employees can be directed to [HRpersondata@di.dk](mailto:HRpersondata@di.dk).